

**JOB ANNOUNCEMENT  
CASS COUNTY SOCIAL SERVICES**

Position Title: **Human Service Aide II** (4402)  
Position Number: 323-09-00-6339  
Closing Date: January 15, 2014 **by 5:00 pm**  
Starting Salary: \$14.65 per hour (\$2031) monthly  
Status: Part-time Regular (32 hours per week)  
Type of Recruitment: Internal/External  
Requisition Number: 2920082

For More Information, Assistance or Accommodation Contact: Kathy Suedel  
Employing Unit: Cass County Social Services  
Telephone Number: 701-239-6754  
TDY Number: 701-239-6784

**Minimum Qualifications:** Requires a high school diploma or GED and one year of work experience with special population groups such as the mentally ill, developmentally disabled, children and adolescents, and patients/clients in a direct care facility such as a hospital, nursing home, group home, day care, or in a community/mental health setting. Requires a valid driver's license or the ability to provide their own transportation. Two years of college coursework may substitute for the work experience requirement.

**Application Procedures/Agency Comments:**

<b>DO NOT APPLY DIRECTLY TO CASS COUNTY GOVERNMENT OR CASS COUNTY PERSONNEL</b>
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- Complete a State of ND Application for Employment (SFN 10950). Access application form at: <http://www.nd.gov/hrms/jobs/appforms.html> or hard copy from any ND Job Service Office.
- Please include the position # and requisition # on your application. Also, provide details in the employment history sections of the application form on how your education, experience and skills will qualify you for this position; experience must be at least 15 hours per week to receive credit. Supplemental information such as a cover letter and resume may be included, but the initial review and score will be based on the information provided on SFN 10950.
- Please fill in all information requested on the application form, such as dates of employment, hours worked per week, credits earned, etc. INCOMPLETE SECTIONS WILL NOT BE GIVEN CREDIT.
- The Department's Human Resource Division staff will score applications against the minimum qualifications and preferences listed on the job announcement and qualifying military service. After the scoring is completed, a certified list of eligible candidates and the applications will be forwarded to the hiring manager for further consideration and possible interview, based on the final scores.
- Applicants must be legally authorized to work in the United States.
- All application material must be **received** on the closing date **by 5:00 pm** or before the closing date at the following address:

Human Resource Division  
Department of Human Services  
600 East Boulevard Avenue Dept 325  
Bismarck ND 58505-0250  
Fax: 701-328-1927; e-mail: [dhshr@nd.gov](mailto:dhshr@nd.gov)

**Summary of Work:** Conduct orientation for new self-declared daycare providers. Process self-declared child care applications. Monitor provider compliance with federal and state rules and regulations, provide technical assistance to providers. Conduct site visits and assess for safety, maintain records and files according to rules and regulations.

**EQUAL OPPORTUNITY EMPLOYER**

The state of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, religion, age, genetics or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.